

**APPEAL OF RESIDENT STATUS
DETERMINATION**
(to the Home Institution)

OFFICE OF THE REGISTRAR

STEP 1—Appeal to Residency Appeal Committee

STUDENT INFORMATION *(To be filled out by student)*

Student Name (please print)

ID Number

I request that my resident status be reviewed by the Residency Appeal Committee. My appeal is based on the following. (Note: Student must supply specific reasons why the current determination is incorrect and not in line with South Dakota Board of Regents policy &/or South Dakota codified law.)

By signing below, I request that all prior paperwork and documentation involved in my residency determination be forwarded to the Residency Appeal Committee. I have attached to this form any additional documentation I would like the Committee to include in its deliberations.

Student's Signature

Date

STEP 2—Determination of Residency Appeal Committee

(To be filled out by committee and a copy returned to the student with determination letter)

Upon review of documentation, the Committee has decided:

☐ Retain the current resident status

☐ Change the resident status to South Dakota resident

Change is effective ☐ Fall ☐ Spring ☐ Summer Year: _____

Certifying Official's Signature

Date

Process for Request for Residency Status & Residency Appeals

1. Student may request from the student's home institution an initial review of their residency classification decision. The home institution will do the review or send the student's request and documentation to the Enrollment Services Center, if that is the entity that made the initial determination.

Form needed: *Application for Resident Status*

Paperwork needed: As required on application

2. Primary agency responds to student with results of review.
3. Student may formally appeal the reviewed decision to their home institution.

Form needed: *Appeal of Resident Status Determination (to the Home Institution)*

Paperwork needed: All prior paperwork from Step 1, sent to committee by ESC or home institution office making the initial determination, and additional paperwork the student wishes to be considered, if any

4. Appeal is reviewed by the home institution's Residency Appeal Committee.
5. Committee reviews appeal and approves or denies. A letter is sent to the student explaining (a) the rationale for the decision, and (b) the appeal process.
6. The student may appeal the committee's decision to the Executive Director of the South Dakota Board of Regents. Upon receipt of an appeal, the Executive Director will request that the home institution forward copies of the student's appeal file, including all documentation used in making the committee's decision. The student's letter must include a clearly laid out explanation of why the student disagrees with the committee's decision.

Form needed: *Appeal of Resident Status Determination (to the South Dakota Board of Regents)*

Paperwork needed: All prior paperwork from Steps 1 and 3, sent to the Executive Director by the home institution Residency Appeal Committee, and additional paperwork the student wishes to be considered, if any

7. The Executive Director will inform the student and the home institution of his/her decision and the rationale for it. The Executive Director's determination is final.